



INTERSTATE COMMISSION FOR JUVENILES

Finance Committee Meeting *Minutes*

November 28, 2017
2:30 p.m. EST

Commissioners/Designees in Attendance:

1. David Barrett (ME) Chair
2. Shelley Hagan (WI) Treasurer
3. Pat Pendergast (AL) Designee
4. Barbara Murray (AK) Commissioner
5. Jane Seigel (IN) Commissioner
6. Jeff Cowger (KS) Commissioner
7. Jedd Pelander (WA) Commissioner

Commissioners/Designees Not in Attendance:

1. Angela Bridgewater (LA) Commissioner

Guests in Attendance:

None

ICJ Staff in Attendance:

1. MaryLee Underwood, Executive Director
2. Emma Goode, Administrative and Training Specialist
3. Jenny Adkins, Project Manager

Call to Order

Chair Barrett called the meeting to order at 2:32 p.m. EST.

Roll Call

Director Underwood called the roll and a quorum was established.

Agenda

S. Hagan (WI) made a motion to approve the agenda. J. Pelander (WA) seconded. The motion passed.

Minutes

J. Cowger (KS) made a motion to approve the August 15, 2017 meeting minutes. The minutes were approved without objection.

Discussion

- Chair Barrett welcomed new and returning members to the first meeting of the Finance Committee and briefed on the role of the committee. He encouraged input from all members and noted the transparency of the ICJ finances.

Fiscal Year 2018 Budget Update

- Chair Barrett presented the ICJ Fiscal Year 2018 Working Budget, with expenditures through October 31, 2017. He highlighted the format of the budget and the data presented. Under the revenue section, he noted the reserve savings and dues assessment line items.
- Director Underwood explained the long-term savings in reserve and advised that per the direction of the Finance Committee, the FY 2018 allocated \$140,000 remaining from FY 17 is being moved to the Vanguard investment account.
- Director Underwood updated that two states paid dues in November. To date one state operating on the fiscal year July 1 – June 30 has not paid and four states operating on the October 1 – September 30 fiscal year have not paid. These include the U.S. Virgin Islands, whose Compact office remains closed in the wake of Hurricanes Maria and Irma. The others are primarily as result of updating state systems due to the disaffiliation from the Council of State Governments.
- Director Underwood noted that the postage, shipping, computer services, and insurance line items are front loaded expenditures and will level out by year end. Additionally, the web/video conference line includes invoices carried over from FY 17 due to WebEx billing inconsistencies. The annual meeting line item includes all but a few remaining expense reports from the 2017 Annual Business Meeting. This line item is anticipated to close under budget, as a result of additional monetary concessions from the hotel due to the construction and inconveniences incurred during the meeting.

Special Projects Update

- Chair Barrett briefed on the history of how the special projects funding evolved.
- Director Underwood presented and highlighted the Special Projects Proposal. J. Pelander (WA) questioned and J. Cowger (KS) clarified the difference between JIDS and a case management system.
- Director Underwood updated that the Executive Committee approved a Special Projects Ad Hoc Committee for 2018 and Jeff Cowger (KS) has agreed to chair the ad hoc committee.
- J. Cowger (KS) updated that Director Underwood emailed members of the Finance, Executive, and Technology Committees an invitation to serve on the ad hoc committee. The first meeting will be held mid-January, 2018.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn

- Chair Barrett presented the proposed dates for the quarterly Finance Committee meetings and the committee concurred with the dates: January 23, April 24, and July 24 @ 2:30 p.m. EST.
- **Chair Barrett adjourned the meeting by acclamation at 3:14 p.m. EST.**